

**TASK ORDER I
ATTACHMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN SPONSOR AND ENGINEER,
DATED _____, 2021**

FURTHER DESCRIPTION OF SERVICES OF ENGINEER

1. This Attachment is made a part of and incorporated by reference into the Professional Services Agreement made on May 2, 2019, between **TOWN OF TAOS, NEW MEXICO (Sponsor)** and **ARMSTRONG CONSULTANTS, INC., (Engineer)** providing for professional engineering services. The Services of Engineer as described in Section 1 of the Agreement are amended or supplemented as indicated below and the time periods for the performance of certain services are stipulated as indicated below.
2. **LOCATION** – Taos Regional Airport (SKX); Taos, New Mexico
3. **WORK PROGRAM** – Terminal Building Development (Attached)

 Element 1 – *Environmental Assessment*
 Element 2 – *Terminal Building Design (Architecture)*
 Element 3 – *Terminal Site Civil and Airside Design (Utilities, Apron, Vehicle Parking, Fencing)*
4. **FEES** - The fees will be as noted below. (All lump sums)

Element 1, 2 and 3 – Project Development	\$10,000.00
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Element 1 – Environmental Assessment

Project Management and Coordination	\$10,264.00
Agency Coordination and Public Notification	\$9,008.00
Purpose and Need	\$9,080.00
Alternatives	\$13,364.00
Affected Environment	\$22,844.00
Environmental Consequences	\$29,578.00
Mitigation	\$10,594.00
Preliminary Draft and Draft Reports	\$17,580.00
Final Environmental Assessment Report	\$14,380.00
Subconsultant Services and Document Production	\$23,441.00

Subtotal - Element 1*	\$160,133.00
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Element 2 – Terminal Building Design (Architecture)

Schematic Design	\$73,376.00
Design Development	\$122,125.00
Construction Documents	\$118,360.00
Bidding/Permitting	\$20,287.00
Construction Administration	\$143,834.00

Subtotal Element 2*	\$477,982.00
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Element 3 – Site Civil and Airside Design

Preliminary Design	\$65,000.00
Final Design	\$45,500.00
Bidding Services	\$9,000.00
Construction Period Services	
Construction Administration Services	\$24,000.00
Construction Inspection Services	\$45,000.00
Project Closeout	\$6,500.00
Special Services	
Armstrong	\$5,000.00
Subconsultants	\$48,000.00
Subtotal – Element 3*	\$248,000.00

TOTAL – Elements 1, 2 and 3*

\$896,115.00*

***Plus NMGR 7.875%**

SPONSOR:
TOWN OF TAOS, NEW MEXICO

ENGINEER:
ARMSTRONG CONSULTANTS, INC.

Daniel R. Barrone, Mayor

Dennis Corsi, President

Approved as to Form:

Accounting Approval:

Town Attorney

Marietta Fambro, Finance Director

Attested to By:

Budget Line Item: _____

Francella Garcia, Town Clerk

**SCOPE OF WORK
TAOS REGIONAL AIRPORT
TERMINAL BUILDING DEVELOPMENT**

PROJECT DEVELOPMENT

The project development phase is intended to complete the necessary preliminary actions required to initiate the project in accordance with established Federal, State and Local policies and procedures.

Activities include:

1. Conduct a pre-design meeting/scoping conference with the Sponsor and State to establish parameters for the project definition and work areas, budget, schedule, and needs for topographic survey and geotechnical investigations.
2. Develop preliminary cost estimates for the proposed work.
3. Develop a draft Scope of Work narrative for review and approval.
4. Prepare final Scope of Work and Contract.

ELEMENT 1 ENVIRONMENTAL ASSESSMENT

Introduction

The Town of Taos, New Mexico (Sponsor) desires to replace the existing terminal building at the Taos Regional Airport (Airport) to accommodate existing air traffic. This Scope of Work is to complete the required Environmental Assessment (EA) in accordance with Federal Aviation Administration (FAA) Order 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions*, FAA Orders 1050.1F, *Environmental Impacts: Policies and Procedures*, for the proposed terminal building replacement at the Airport.

SECTION 1 – PROJECT MANAGEMENT AND QUALITY CONTROL

Task 1 - Project Management and Quality Control

To provide appropriate direction and project management for the development of the EA as each Task is undertaken and completed, Armstrong Consultants Inc. (Consultant), solely responsible to the Town of Taos (Sponsor), will maintain a liaison with the Airport Management, Town Staff, the Pueblo, interested parties, the Federal Aviation Administration (FAA) and the New Mexico State Aviation Division to ensure the project is completed in a quality and timely manner.

To ensure consistency throughout the project in terms of written and graphic communication, the Consultant will be responsible, through regular in-house meetings and communications, for quality control, final word processing, proof-reading, editing, final artwork and other graphics, presentation graphics, and production of all documents, including technical memorandums, draft reports and final reports.

Invoices will be submitted to the Sponsor at key project milestones based on the percentage of tasks completed. A brief progress status narrative will also accompany each invoice.

SECTION 2 - AGENCY COORDINATION & PUBLIC NOTIFICATION

Task 2.1 - Agency Coordination

- **FAA Coordination:** The FAA will be advised of progress and given an opportunity to provide input and guidance. The FAA is the lead Federal agency responsible for issuing an environmental determination for the project.
- **Taos Pueblo:** The Taos Pueblo will be given an opportunity to provide input and guidance.
- **Other Federal, State, and Local Agency Input:** At the outset of the EA, an agency coordination list will be compiled. Coordination letters will be sent to the agencies for their comments on potential environmental impacts associated with the project.
- **Coordination Meeting:** A total of one coordination meeting is planned throughout the course of the EA. The coordination meeting locations are as follows:
 - One meeting with the FAA/Sponsor in Taos, New Mexico
- **Public Hearing:** The opportunity for a public hearing in Taos, New Mexico to be held 30 days after the release of the Draft Report

Task 2.2 - Public Notification: The EA will be made available for review by the interested and affected public, including affected agencies and tribes, for a minimum of 30 days. The notice that an EA is available for review is, at a minimum, to be published in the local newspaper of record, posted on the Sponsor's web site, or otherwise made broadly known to the public. This action begins the 30-day review period. The notice should appear in a visible location in the paper (i.e., not in the legal notices section), and anyone who requests a copy of the EA will be referred to the nearest government office that has a record copy. The comment period will be extended for 14 days beyond the public hearing (for a total of 45 days).

SECTION 3 – PURPOSE AND NEED CHAPTER

Task 3.1 - Purpose and Need: This task will consist of a concise statement of the purpose and need for the proposed action. A section will be created to discuss the airport background. Aviation forecasts and airfield analysis from the current Airport Layout Plan and/or Airport Master Plan will be used to support the purpose and need. The proposed action section will describe the scope of the project and how it will achieve the airport's goals in meeting the purpose and need.

SECTION 4 – ALTERNATIVES CHAPTER

Task 4.1 - Identification of Alternatives: A range of alternatives (maximum of three build alternatives plus the no-build alternative) will be evaluated in the EA. At a minimum, the No-build and Proposed Action alternatives will be carried forward for further study. Alternatives considered but judged "not reasonable" and eliminated from further consideration will be discussed.

Task 4.2 - Alternatives Analysis: This Task will describe the no-build, proposed action and other reasonable alternatives (if any). Tables or matrices will be used to summarize 1) why an alternative is or is not considered, 2) applicable statutory or regulatory requirements, 3) expected potential environmental impacts and 4) conceptual mitigation measures needed.

SECTION 5 – AFFECTED ENVIRONMENT CHAPTER

The Affected Environment portion of the EA will identify the background and baseline conditions for the specific impact categories from which potential environmental impacts of the proposed action will be compared. Location maps, vicinity maps, Airport Layout Plan (ALP) and readily available aerial photographs will be used to demonstrate the characteristics of the area.

Task 5.1 - Air Quality: Including location within an attainment or nonattainment area.

Task 5.2 - Climate: Including climate data for Taos County and the airport.

Task 5.3 - Coastal Zone Management: Including proximity to coastal zone resources.

Task 5.4 - Compatible Land Use: Including any industrial and commercial activities, residential areas, schools, places of worship or outdoor assembly.

Task 5.5 - Department of Transportation Act, Section 4(f): Including publicly-owned parks, recreational areas, wildlife and waterfowl refuges, National and State forests, wilderness areas and designated wild and scenic rivers.

Task 5.6 - Energy Supplies, Natural Resources and Sustainable Design: Including existing use of energy supplies and natural resources.

Task 5.7 - Environmental Justice: Including proximity to low-income or minority populations.

Task 5.8 - Farmlands: Including lands utilized for or could be utilized for farming activities.

Task 5.9 - Fish, Wildlife and Plants: Including threatened, endangered and candidate species, critical habitat and state-listed species.

Task 5.10 - Floodplains: Including the 100-year floodplain.

Task 5.11 - Hazardous Materials: Including the presence of hazardous materials.

Task 5.12 - Historical, Architectural, Archaeological and Cultural Resources: Including eligible National Register of Historic Places (NRHP) properties and Native American cultural sites meeting NRHP eligibility criteria. A cultural resource survey will be included.

Task 5.13 - Light Emissions and Visual Impacts: Including existing light emissions and visual impacts of the airport.

Task 5.14 - Noise: Including the noise evaluation generated during the Environmental Impact Statement for the completion of the crosswind runway.

Task 5.15 - Socioeconomics: Including population, income and growth patterns.

Task 5.16 - Solid Waste: Including discussion of garbage or refuse at the airport.

Task 5.17- Water Quality: Including proximity to Waters of the U.S. and existing Stormwater Pollution Prevention Plans.

Task 5.18 - Wetlands: Including wetland areas and Waters of the United States.

Task 5.19 - Wild and Scenic Rivers: Including proximity to listed rivers.

SECTION 6 – ENVIRONMENTAL CONSEQUENCES CHAPTER

The Environmental Consequences Chapter will provide concise analysis for the potential impacts that the no action, proposed action and its reasonable alternatives, if any, may cause.

Task 6.1 – Air Quality: National Ambient Air Quality Standards (NAAQS) have been established for air pollutants that have been identified by the U.S. Environmental Protection Agency (USEPA). The Clean Air Act (CAA), its amendments and the Final Conformity Rule (40 Code of Federal Regulations [CFR] Parts 51 and 93) direct the USEPA to implement environmental policies and regulations that will ensure acceptable levels of air quality.

Task 6.1.1 - Air Quality-National Ambient Air Quality: The proposed action's "build" and "no-build" emissions will be inventoried for the six National Ambient Air Quality Standard (NAAQS) pollutants. The inventory will include both direct and indirect emissions that are reasonably foreseeable. Verification that the proposed action is not located within a non-attainment or maintenance area and that emissions do not exceed general conformity thresholds will be made. The requirement for dispersion modeling is not anticipated and is not included in this scope.

Task 6.2 – Climate and Air Quality-Greenhouse Gas Emissions: The Aviation Emissions and Air Quality Handbook Version 3 dated January 2015 provides; 1) guidance and procedures for preparing Air Quality Assessments; 2) help to ensure the assessments meet NEPA and CAA requirements and 3) determine when an Air Quality Assessment is necessary and what is appropriate. The proposed action will be evaluated for compliance with the Handbook. This section will also include a greenhouse gas emissions analysis and planning for anticipated changes in climate (climate adaptation).

Task 6.3 - Coastal Resources: The project is not located within a coastal barrier or a coastal zone management area. The proposed action will have no impact on this resource. The EA will acknowledge that no coastal barrier or a coastal zone management area is present.

Task 6.4 - Compatible Land Use: Incompatible land uses and sensitive sites such as schools, residential areas and hospitals located within noise contours and below flight corridors within the airport influence area will be identified.

Other impacts exceeding thresholds of significance which have land use ramifications, such as disruption of communities, relocations, and induced socioeconomic impacts will be cross-referenced from this section to the appropriate impact category section in the Environmental Assessment document.

Task 6.5 - Construction Impacts: The general type and nature of any construction related to the proposed action and potential environmental impacts associated with the proposed action will be

described. These would typically include noise and air pollution from dust, water pollution from erosion, as well as wetland and floodplain fill and transportation access. Measures to minimize these impacts will be identified.

Task 6.6 - Department of Transportation Act, Section 4(f): All properties located within the 65 DNL noise contour that are applicable for determination under Section 4(f) will be identified and analyzed for potentially significant environmental impacts. Other existing or planned public parks, wildlife refuges, recreation areas, public lands, etc. in the near vicinity of the airport will also be identified.

Task 6.7 - Farmlands: Correspondence with the Natural Resource Conservation Service (NRCS) will be made to determine the existence of farmlands protected in accordance with the Farmland Protection Policy Act (FPPA) on or adjacent to airport property needed for the proposed action. If necessary, Form AD-1006, *Farmland Conversion Impact Rating* will be completed and submitted to NRCS for scoring. Measures to avoid, minimize, or mitigate impacts will be addressed.

Task 6.8 - Fish, Wildlife and Plants: Current data on known threatened, endangered, and candidate species of flora and fauna occurrence in the vicinity of the proposed action will be obtained from resource agencies. A biological survey of the project area will be prepared to determine the potential for these species to occur within the project area.

Evidence of hazardous wildlife populations and/or hazardous wildlife attractants, and measures to minimize or mitigate the creation or exacerbation of wildlife-aircraft hazards will also be documented.

Task 6.9 - Floodplains: Information regarding existing floodplain areas will be taken from National Flood Insurance Rate Maps from the Federal Emergency Management Agency (FEMA) and from State and local officials to determine if the proposed action would impact floodplains.

Task 6.10 - Hazardous Materials, Pollution Prevention and Solid Waste: A review will be made to determine whether hazardous material will be impacted as a result of the proposed action. Designated Environmental Protection Agency (EPA) National Priority List (NPL) Sites and Resource Conservation and Recovery Act (RCRA) Solid Waste Management Units (SWMUs) in the vicinity of the project that may impact or may be impacted by the proposed action will be identified.

Task 6.11- Historical, Architectural, Archaeological and Cultural Resources: A cultural resource site survey will be prepared to identify the potential for impacts. All findings will be mapped, documented and forwarded to the SHPO and Sponsor for further disposition. If needed a cultural resource mitigation plan will be developed and coordinated with the SHPO. Consultation with Native American Tribes will be accomplished to consider traditional cultural properties and the Native American Graves Repatriation Act (NAGPRA). FAA will issue the Section 106 finding, coordinate with the SHPO and issue letters to Native American Tribes.

Task 6.12- Light Emissions and Visual Impacts: Light emissions and visual impacts associated with the proposed action will be evaluated.

Task 6.13- Natural Resources and Energy Supply: The proposed action will be examined to identify any proposed changes in major stationary facilities or the movement of aircraft and ground vehicles that would have a measurable effect on local supplies of energy or natural resources. Local utility providers will be contacted to ensure their capability to meet future demand levels.

Task 6.14 - Noise: The noise analysis will include noise analysis from the Environmental Impact Statement for the development of the crosswind runway. The analysis will include evaluating if any additional noise impacts, would occur as a result of the proposed action.

Task 6.15 - Secondary (Induced) Impacts: The potential for induced or secondary impacts on surrounding communities will be described. Factors such as shifts in patterns of population movement and growth; public service demands; and changes in business and economic activity to the extent influenced by airport development will be described where applicable.

Task 6.16- Socioeconomic Impacts, Environmental Justice, and Children's Environmental Health and Safety Risks: It will be determined if any residential or business displacement will occur; and also, if the proposed action will have an impact on established communities, transportation patterns, employment, population movement, public service demand or planned development.

Environmental health and safety risks to children will be described and those items that may disproportionately affect children, if any, will be identified.

The appropriate demographic analysis will be conducted to determine the proportion of adverse impacts, if any, to special population groups for the Environmental Justice category.

Task 6.17 - Water Quality: Discussion of impacts will focus on effects to any streams, creeks, rivers, groundwater or bodies of water that may be affected by the proposed action.

Task 6.18 - Wetlands: The U.S. Army Corps of Engineers regulatory office will be contacted and requested to make a determination of potential jurisdictional waters or wetland areas. Any Clean Water Act Section 404 permitting requirements will be identified (permit applications or wetland mitigation plans are not included in this scope of work).

Task 6.19 - Wild and Scenic Rivers: The National Park Service (NPS) Listing of Wild and Scenic Rivers will be reviewed to determine the proximity of the proposed action to the closest designated river. Documentation of the proximity of the closest designated river to the project will be included in the Environmental Assessment document. If the proposed action could affect a designated river or river segment under study for inclusion in the list, consultation will be initiated with the controlling Federal agency.

Task 6.20 - Cumulative Impacts: This Task will include the identification and consideration of the cumulative impacts of ongoing, proposed and reasonably foreseeable future actions to see if any significant impacts would occur if the proposed action's effects are added to those other actions.

SECTION 7 – MITIGATION

Task 7.1 - Summary of Potential Impacts: The data obtained in Task 7 will be compiled, analyzed, and organized into a summary of potential environmental impacts for each of the alternatives included in the environmental analysis, the expected level of impact and whether mitigation is necessary.

Task 7.2 - Mitigation: Details of the mitigation measures necessary for each impact category will be described in a conceptual qualitative manner noting how the measure would avoid or reduce the adverse environmental effects.

SECTION 8 – PRELIMINARY DRAFT AND DRAFT EA REPORTS

Task 8.1 - Preliminary Draft EA for Sponsor, State and FAA Review: The Preliminary Draft Environmental Assessment report will be compiled, printed and distributed to the Sponsor, State, FAA, and other interested agencies for review and comment prior to the release of the official Draft EA Report for public review and comment.

Preliminary Draft Environmental Assessment	5 copies
Preliminary Draft Environmental Assessment	1 digital copy for FAA

Task 8.2 - Draft EA Report: Following receipt of review comments the official Draft Environmental Assessment Report will be prepared and released for public review and comment for 30 days.

Draft Environmental Assessment	12 copies
Draft Environmental Assessment	1 copy and 1 digital copy for FAA

Note: The Consultant has based their effort associated with preparing the environmental document on the following agency review protocol.

- The Preliminary Draft EA will be submitted to FAA New Mexico ADO EPS for review
 - EPS will provide comments to the Consultant to incorporate into the EA
- The Revised Preliminary Draft EA will be submitted back to the EPS for coordination with the FAA Regional Office
 - EPS will provide comments to the Consultant to incorporate into the EA
- The Draft Environmental Assessment will be submitted the EPS for review
 - EPS will review and provide the Consultant with comments from the EPS to incorporate into the EA
- The Consultant will incorporate comments provided by the EPS allowing the public review period to begin
- The Consultant will incorporate comments provided by the public 14 days after the public hearing
- The Draft EA Report will be made available in hard copy format at the following locations:
 - 1) Airport
 - 2) Town Hall
 - 3) Library
 - 4) FAA Office

SECTION 9 – PREPARE FINAL ENVIRONMENTAL ASSESSMENT (EA)

Task 9.1 - Final EA Report: Following completion of the public review period, comments received will be reviewed, evaluated, addressed and incorporated into the report. A Preliminary Final EA Report will be prepared and distributed to the Sponsor, State and FAA for review and comment. Any final review comments will be made and the Final EA Report will be submitted to the FAA for an Environmental Determination to the Sponsor and State for their files.

Pre-Final Environmental Assessment	5 copies
Pre-Final Environmental Assessment	1 digital copy for FAA
Final Environmental Assessment	12 copies
Final Environmental Assessment	1 copy and 1 digital copy for FAA

Task 9.2 - Environmental Finding Publication: Upon receipt of the FAA’s environmental determination, the consultant will draft and assist the Sponsor with the newspaper press release notifying the public of the availability of any FAA Environmental Finding resulting from the assessment.

ELEMENT 2 TERMINAL BUILDING DESIGN (ARCHITECTURE)

A.1 Project Description. The project includes a new approximately 10,000sf General Aviation terminal building and associated site development, as further described in Exhibit A, the *Taos Regional Airport Concept Design* package dated December 3, 2020 (the “Project”). For Element 2, Armstrong will serve as the Prime Consultant and be responsible for overall project management and coordination with the Sponsor and Gensler. Gensler will serve as a technical subconsultant and will be responsible for the technical aspects of the terminal design, bidding, and construction.

A.2 Project Budget. As part of the previously completed Concept Design efforts, a construction budget of \$3-3.5M has been established for the building. Armstrong and Gensler will review Client’s budget goals for the Project (the “Project Budget”) at the commencement of design. The Project Budget will include appropriate amounts for design and construction contingencies, consistent with the nature of the Project.

During design, Gensler will provide a sub consultant prepared *Opinion of Probable Costs* based on 50% Design Development and reconciled to the 100% Design Development documents, including contingency amounts commensurate with the stage of design evolution and the nature of the Project. Armstrong, Gensler and the Town will review such cost estimates and will adjust the budget or project to reflect changes in the program requirements, design, and level of design detail, or adjust the program, to the extent required for consistency with the Project Budget. Unless it would otherwise be an Optional/Additional Service (as defined in Section B.3 below) Gensler will incorporate any agreed upon changes in the subsequent design phase as part of its Basic Services (as defined in Section B.1 below).

B. SCOPE OF SERVICES PROVIDED BY GENSLER

Armstrong, Town and Gensler will each provide the names of their key Project team members, including the primary contact person and the person authorized to make decisions.

B.1 Gensler’s Basic Services

Gensler’s Basic Services include design services for the architecture, interior design, furniture selection, incorporation of existing branding and signs required by code.

Gensler will engage sub-consultants to provide design services for the following building systems or components: landscape design, structural engineering, mechanical/plumbing engineering, electrical engineering and lighting design, fire protection engineering (performance based only), low-voltage system design (performance based only), and cost estimating.

Armstrong will provide, or engage separate consultants to provide the following design services, if required for the Project:

- Civil Engineering (including site utilities to within 5' of the building
- Survey;
- Geotechnical engineering;
- Complete Technology System design;
- Systems commissioning (during design and/or construction).

Gensler will provide backgrounds of Gensler's drawings to Armstrong, showing the locations of architectural design elements that influence the layout of engineering and other systems.

It is assumed that the Project will not seek or require LEED certification and design services associated with certification are therefore excluded.

B.1.1 Phase One - Pre-Design

B.1.1.1 Project Start-up/Kickoff. Upon Town's authorization to proceed, key representatives of Town, Armstrong and Gensler, as well as the appropriate consultants, will meet to kick off the Project. The purpose of the meeting is to establish the parties' mutual understanding of the Project objectives, Schedule, budget, and delivery process. The agenda may include the following:

- a) Introduction of key team members, including each party's primary contact and the person authorized to make decisions;
- b) Discussion of Project performance targets;
- c) Discussion of Schedule milestones, including process and durations for Town's review and approval;
- d) Discussion of the process for establishing the Project Budget and developing check estimates at key design milestones;
- e) Review and discussion of existing site conditions;
- f) Discussion of communication protocols;
- g) Identification of key personnel and protocols for invoicing and payment;
- h) Discussion of sustainability objectives and any specialty consultants to be engaged to provide related services (LEED certification is not included).

Throughout the Project, Gensler will attend bi-weekly project meetings with Client (which may be by telephone or other suitable means) to review Project design status.

B.1.1.2 Programming. The Project program is to be as established by the previously completed Concept Design phase and summarized in Exhibit A with limited modifications.

B.1.1.3 Existing Site Conditions. Gensler will review record documentation provided by Client of the existing site conditions, including: topographical surveys, geotechnical reports, etc. Gensler will visit the Project site to verify reasonably observable conditions, including: site access, views, etc. Town acknowledges that demolition can reveal pre-existing, hidden conditions, which may require Additional Services and/or modifications to the Project Budget and/or Schedule.

B. 1.2 Phase Two - Design

B.1.2.1 Design Charrette/Visioning. Previously completed.

B.1.2.2. Conceptual Design. Previously completed.

B.1.2.3. Schematic Design. Based on the approved Conceptual Design (Exhibit A) and Town's authorization to proceed, Gensler will develop the Schematic Design, consisting of:

- a) Preliminary project description;
- b) Site plan;
- c) Preliminary landscape plans;
- d) Schematic floor plans;
- e) Building elevations;
- f) Exterior color palettes and finish samples;
- g) Typical building sections;
- h) Outline description of building systems included in Gensler's scope of services, prepared by Gensler's consultants;

Gensler will provide the Schematic Design Documents in PDF. Gensler will meet with Armstrong and Town up to 2 times to present and review the material. Town and Gensler will agree upon any reasonable changes, consistent with the Program, and Gensler will incorporate such changes in the Design Development phase, unless it would otherwise be an Optional/Additional Service (as defined in Section B.3 below).

B.1.2.3.1 *Site Plan Approval*. While no formal zoning approvals or modifications are anticipated, Gensler will participate in up to two governmental or community meetings (e.g., Town Council design presentations, planning department, neighborhood group, etc.).

B.1.2.4 Design Development. Based on the approved Schematic Design and Town's authorization to proceed, Gensler will proceed with Design Development, to further develop the design, including:

- a) Site plan;
- b) Life safety code sheet;
- c) Floor plans of each typical and unique level;
- d) Building elevations;
- e) Typical exterior lighting fixture locations;
- f) Architectural treatments, including materials palettes and color selections;
- g) Details of key design elements as required to communicate design intent;
- h) Building sections;
- i) Preliminary designs of building systems included in Gensler's scope of services (prepared by Gensler's consultants) and coordination with Armstrong's engineering and other consultants.
- j) Reflected ceiling plans and typical light fixture locations for common spaces;
- k) Outline specifications;
- l) Opinion of Probable Costs.

Gensler will provide the Design Development Documents in PDF. Gensler will meet with Town up to two times to present and review the material, including the Opinion of Probable Costs. Town and Gensler will agree upon any changes, consistent with the Program, and Gensler will incorporate such changes in the Construction Documents, unless it would otherwise be an Optional/Additional Service (as defined in Section B.3 below).

B.1.2.5 Construction Documents. Based on the approved Design Development Documents, authorized adjustments to the Project Budget, and Town's authorization to proceed, Gensler will provide drawings and specifications intended to be used for constructing the Project, including:

- a) Site plan;
- b) Life safety code sheet;
- c) Floor plans of each typical and unique level;
- d) Building sections and elevations;
- e) Enlarged plans and elevations of special areas where necessary;
- f) Roof and penthouse plans;
- g) Core and shell details and building wall sections;
- h) Finish plans and finish schedules for common areas;
- i) Schedules for doors, hardware and fixtures;
- j) Reflected ceiling plans;
- k) Power and communication (outlet) plans;
- l) Code required signage standards;
- m) Project Manual, including General and Supplementary Conditions, General Requirements, and Technical Specifications;
- n) Engineering drawings of systems included in Gensler's scope of services (prepared by Gensler's consultants) and coordination with Armstrong's engineering and other consultants.

B.1.3 Phase Three - Implementation

B.1.3.1 Bidding and Negotiation. Gensler will assist Armstrong and Town with architectural matters related to preparing construction bidding documents. Gensler will assist with Town's assessment of pricing and contracting strategies and selection of the general contractor. Gensler will attend up to 3 meetings with Armstrong, Town and potential contractors.

B.1.3.1.1 *Fast Track*. Gensler's standard practice requires the completion of the Construction Documents prior to bidding/awarding contracts to construct the project. If Town awards a construction contract for the Project or portions of the Project prior to completion of the Construction Documents, and/or if Armstrong and Town requests Gensler to issue separate Construction Documents packages for portions of the Project, Gensler will be entitled to compensation for Additional Services.

B.1.3.2 Permit Applications. Gensler will assist Town in connection with preparing documents required by governmental authorities having jurisdiction over the Project, as it relates to the issuance of a general building permit. Gensler will include one (1) review of the documents with the governmental authority. Town will be responsible for submitting all necessary documents and payment of all application fees and other expenses relating to the permit process.

B.1.3.3 Construction Administration. Gensler will assist Armstrong with Construction Administration. Gensler's Construction Administration services will begin with the award of the Construction Contract and end thirty (30) days after the scheduled date for Substantial Completion (per Section A.3 or any other mutually agreed Project Schedule) or when Gensler signs the Contractor's final payment application, whichever occurs first. Gensler will provide Construction Administration services as set forth below and in AIA Document A201™–2007, General Conditions of the Contract for Construction, and mutually agreed upon Supplementary Conditions which Gensler will incorporate in the Project Manual, and all defined terms in this section shall have the same meaning as those in the General and Supplementary Conditions. If Town and Contractor modify the General and Supplementary Conditions, those

modifications will not affect Gensler's services under this Agreement unless Armstrong, Town and Gensler agree mutually to amend this Agreement.

During the period of time for which we need to practice social distancing or other restrictions arising from the COVID-19 pandemic, Gensler has established procedures for our teams to follow, particularly during the construction phase of a project. Consistent with governmental requirements and our respective firms' policies, we will work with you to establish procedures that are appropriate for the Project, with the aim of maximizing the use of virtual collaboration processes and tools. These may include, for example, electronic review of submittals and use of video conferencing for meetings and site observations.

B.1.3.3.1 *Pre-Construction Conference.* Gensler will attend a pre-construction conference with the Project Team (Armstrong, Contractor, Gensler, and each of their key subconsultants and subcontractors) to discuss the operational aspects of the Project, including the Construction Administration procedures.

B.1.3.3.2 *Progress Meetings and Site Visits.* Gensler will visit the Project site during construction to attend progress meetings and to walk through the Project as often as is appropriate, in Gensler's professional judgment, to become generally familiar with the progress and quality of the Work, and to determine whether the Work is in general conformance with the aesthetic design intent. Gensler's fee for Basic Services includes monthly site visits (*i.e.*, combined progress meeting and site walkthrough) during active construction along with weekly Owner/Architect/Contractor calls. If Gensler observes Work that does not conform to the Construction Documents, Gensler will recommend that the Town reject it. Gensler will also recommend inspection or testing of the Work if Gensler believes it is appropriate.

B.1.3.3.3 *Communications during Construction.* Town, Armstrong and Contractor will communicate with each other, and with Gensler's consultants, through Gensler. Gensler will maintain logs of documents received, reviewed, and/or issued by Gensler.

B.1.3.3.4 *Requests for Information.* Upon Town, Armstrong or Contractor's request for information, Gensler will provide written or graphic interpretations and clarifications of the Construction Documents.

B.1.3.3.5 *Bulletins.* Gensler will use its Bulletin form to: a) authorize minor changes in the Work; b) issue supplemental instructions related to the Work; c) confirm Field Orders; and d) request proposals for changes in the Work.

B.1.3.3.6 *Submittals.* Gensler will review and take appropriate action on Samples, Product Data, Shop Drawings, and other submittals that the Construction Documents require Contractor to submit ("Submittals"), to determine whether those items and Contractor's proposed methods of fabrication are generally consistent with the aesthetic design intent. Gensler will conduct up to two (2) reviews of any Submittal as a Basic Service.

B.1.3.3.7 *Changes.* A reasonable amount of changes in the Work are typically anticipated and the Project Budget will include adequate contingencies for such changes. Gensler may authorize minor changes in the Work if they are consistent with the aesthetic design intent and do not involve an adjustment in the Project Budget (including contingencies) or Schedule. Gensler will assist Town in reviewing Change Order proposals submitted by Contractor and in issuing Change Order Directives requested by the Town.

B.1.3.3.8 *Contractor's Payment Applications.* Gensler will review Contractor's monthly payment applications and make recommendations to Armstrong and Town regarding amounts due. Gensler's

approval of a payment application will represent to Armstrong that, to the best of Gensler's knowledge, information, and belief, the Work has progressed to the point indicated and is consistent with the aesthetic design intent. If Gensler is requested to issue Certificates for Payment, such certification will be made to the best of Gensler's knowledge, information and belief, based on the documentation provided with the Contractor's payment applications and Gensler's site observations, and will be subject to: (1) Gensler's observation of the Work upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) any qualifications expressed by Gensler. The issuance of a Certificate for Payment will not be a representation that Gensler has: (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by Armstrong and the Town to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

B.1.3.3.9 Substantial Completion. Upon receipt of Contractor's written representation that the Work is substantially complete, along with Contractor's punch list of items to be completed or corrected, Gensler will conduct one field review to observe whether the Work is substantially complete. When Gensler determines that the Work is substantially complete, Gensler will issue the Certificate of Substantial Completion.

B.1.3.3.10 Final Completion and Project Close-Out. No later than thirty (30) days following Substantial Completion, upon Contractor's, Armstrong and the Town request, Gensler will conduct one field review to observe Contractor's completed punch list items. When Gensler believes that the Work has been sufficiently completed per the Construction Documents, Gensler will approve Contractor's final payment application.

B.2 CAD Format and Standards. Gensler and its consultants will use Revit and Gensler's CAD Standards. At the completion of the Project, Gensler will deliver electronic files of Gensler's Construction Documents and Bulletins. Gensler will translate CAD files provided by Armstrong and/or Armstrong's consultants as an Additional Service.

B.3 Optional/Additional Services. Gensler will provide services beyond the Basic Services described in Section B.1 ("Additional Services") if requested by Armstrong and the Town and confirmed in writing by Gensler. Additional Services include, but are not limited to:

- Value engineering;
- Models or renderings beyond those generated through the design process;
- Town requested revisions that are inconsistent with prior approvals or instructions;
- Incorporation of contractor's as-built mark-ups into Gensler's CAD file;
- Out of sequence services or preparing documentation for alternative, fast track, separate or sequential bids, phasing and swing space;
- Increase in duration of services;
- Professional services made necessary due to the contractor's improper performance of the Work;
- Modifications to previously approved drawings and specifications due to a change in applicable federal, state or local laws or regulations, or their interpretation by the Authority Having Jurisdiction;
- More than one site visit each to determine substantial or final completion;

- Demobilization and remobilization of Project team due to Project suspension or delay for reasons beyond Gensler's control;
- Design services associated with LEED or other certification.

C. SCOPE OF SERVICES PROVIDED BY CLIENT

C.1 Services Provided By Town or Others. The following services may be required on the Project and shall be provided by Town, Town's consultants, or others:

- a) Consulting services, including civil, geotechnical, hazardous materials testing or abatement, survey, technology design, commissioning;
- b) Design-build services.

C.2 Information Provided By Town or Others. The following information may be required on the Project and shall be provided by the Town, Town's consultants, or others:

- a) Legal description of the property; the name/address of the property owner; and the name/address of any construction lender(s);
- b) Existing or Base Building information, including drawings, specifications, and other documents that describe the existing utility services, site conditions, build out and base building construction, and any systems with which the Project is to be coordinated;
- c) Structural, mechanical, chemical, air, and water pollution and hazardous materials tests, and other laboratory and environmental tests, inspections, and reports required by law or by authorities having jurisdiction over the Project, or reasonably requested by Gensler.

C.3 Armstrong's Requirements of Contractor. Armstrong will, through the Construction Contract, require Contractor to:

- a) Provide access to the Work;
- b) Provide a Submittal Schedule for Gensler's approval and provide required Submittals in accordance with the Schedule;
- c) Review Submittals, identifying any changes, and approve before submitting to Gensler;
- d) Be responsible for the technical adequacy and accuracy, installation, and performance of any Project elements for which Gensler may specify performance requirements;
- e) Follow proper procedures for requests for substitutions;
- f) Maintain logs of all documents issued to and received from all other parties;
- g) Provide required certificates or statements of performance characteristics;
- h) Complete punch list items within thirty (30) days of Substantial Completion;
- i) Provide to Town as-constructed record drawings, maintenance manuals, written warranties, and related documents within thirty (30) days of Substantial Completion;
- j) Maintain job site safety on the Project;
- k) Cause Gensler and Gensler's consultants to be named as Additional Insureds on any property insurance purchased for the period of construction of the Project and on Contractor's General Liability Policy (using form CG 2026, CG 2032, or equivalent); such insurance will be endorsed to provide a waiver of the insurers' rights of subrogation against Gensler and Gensler's consultants.

ELEMENT 3 SITE CIVIL AND AIRSIDE DESIGN

1. Site Grading and Utility Plan - The engineering portion of the construction of the proposed airport terminal building will require an overlot grading plan. The grading for the building will be designed up to within five (5) feet of the building.

- 1.1. An overlot grading plan will be designed to accommodate the proposed terminal building.
- 1.2. The grading design will be designed to within 5 feet of the proposed terminal building.
- 1.3. The overlot grading plan will require the removal of an FAA antenna system. Coordination with the FAA Facilities Division will be required.
- 1.4. The overlot grading plan will require the removal/mitigation of the septic system. EPA regulations will be followed. Any EPA issues that are found during the construction phase will be the responsibility of the Town of Taos. Costs incurred for any remediation is not included in this task order.
- 1.5. The overlot grading plan will require capping the existing water well. Coordinate with the State Engineers Office may be required by the Town of Taos.
- 1.6. Electrical power will be analyzed and designed to accommodate the required loads. Coordination with Kit Carson Electric and the Town will be required.
- 1.7. Existing water well will be capped, septic system closed and electrical lines removed/relocated. Septic contamination and/or remediation plans will be provided for and additional fee or charged directly to the Town.
- 1.8. Waterline and sewer line connections will be stubbed out from the building by others. Connections to primary service lines will be included. The primary water and sewer service line design will be completed by others.
- 1.9. The existing terminal building will be demolished and removed when no longer utilized for passenger services. A temporary/modular facility may be utilized as a temporary passenger facility during construction of the terminal building. Asbestos or other hazardous material inspections and/or mitigation plans will be provided for an additional fee or charged directly to the Town.

2. Airfield Improvements

- 2.1. The airport rotating beacon will have to be relocated. The proposed terminal building will shield the beacon from pilot's vision. A new location for the beacon will be sited to meet FAA Standards.
- 2.2. Coordinate with FAA for the removal/relocation of the existing antenna array in the vicinity of the existing terminal building.
- 2.3. A portion of asphalt apron in front of the proposed terminal building (the infill area where the existing terminal building is located) will be constructed to provide aircraft parking and/or passenger egress to and from the terminal building.
- 2.4. The general aviation tiedown area will be analyzed to verify required spacing for parking. Removal of some tie downs in this area may be required. Tie downs may have to be remarked as necessary. Type I, Gradation A beads will be used in the general aviation areas.
- 2.5. Apron markings will be painted to accommodate the charter service size aircraft.
- 2.6. Markings on the charter aircraft locations will utilize Type III glass beads.
- 2.7. Existing fencing in the proposed development area will be removed. This includes the wooden fence by the existing terminal and chain link fence in the general aviation tie down area (as needed). The existing electric gate at the terminal will be removed.

- 2.7.1. The chain link fencing in the area where the proposed airport terminal building is located will be designed. A 6-foot chain link fence will be designed to fit the new development area.
- 2.7.2. A new 24-foot-wide electric gate will be designed at the new fence location. The new gate will also have a keypad entry installed with traffic loops for exiting the airside. Bollards will be installed as necessary to protect the keypad.

3. Reconstruct Vehicle Parking Lot (Phase I) - The existing parking lot pavement is in failed condition and beyond its useful life. The parking lot will be reconstructed in its existing footprint. The pavement section will be developed during the design phase. The number of required parking spaces will meet the Town code.

- 3.1. The parking lot will be in the location and relative size as the existing parking lot.
- 3.2. The pavement section for the auto parking lot will be determined during the design phase of the project.
- 3.3. New pavement markings will be designed to meet the Town building codes. Handicap accessibility spaces will be marked as required. MUTCD standard markings will be used for the handicap markings.
- 3.4. The parking lot will be designed to allow for sheet the precipitation to sheet flow off the surface.
- 3.5. Area lights for the lot will not be designed with this task order.
- 3.6. The parking lot may be designed and constructed in phases, or schedules, due to funding constraints. This project will include design plans and specifications of Phase I/Schedule I based on available funding.

I. PRELIMINARY DESIGN

The preliminary design phase is intended to identify and evaluate cost effective and practical solutions for the work items identified. The designer will complete its evaluation of alternatives through contacts with local authorities, field investigations, and a practical design approach. The design will take advantage of local knowledge and experience and utilize expertise from recent construction projects to design a cost-effective project. Cost efficiencies will be realized in a lower initial cost and in lower long-term maintenance costs.

Activities include:

1. Prepare requirements for the design topographical survey. Work includes establishing the limits of the work area and developing survey criteria in accordance with FAA design guidance. A surveyor subconsultant will be employed to conduct the topographical survey in accordance with the requirements developed. Coordinate the subconsultant's work schedule with airport staff.
2. Prepare requirements for the design geotechnical investigation. Work includes developing a subsurface boring layout and soil testing regimen. A geotechnical engineering subconsultant will be employed to conduct the geotechnical investigation in accordance with the requirements developed. The Engineer will coordinate the subconsultant's work schedule with airport staff. Based on preliminary information available for this project, the following is an estimate of the effort required to complete the investigation and associated testing:

- a. Subsurface Investigation: Obtain subsurface borings at appropriate depths for geotechnical analysis for vertical and horizontal construction. Pavement cores will be used to establish existing structural information, photographed and preserved for reference during construction.
- b. Laboratory Soil Testing: Perform the following tests on the samples collected from the subsurface borings:

Test	Test Standard
Soil Gradation (Dry)	ASTM C117/C136
Soil Gradation (Hydrometer)	ASTM D 422
Atterburg Limits	ASTM D 4318
Moisture-Density Relationship	ASTM D 698/D 1557
In-Place Density/Moisture	AASHTO T204/ AASHTO T265
CBR Testing	ASTM D 1883
Modulus of Soil Reaction	AASHTO T222
Permeability Test	ASTM D 2434/ ASTM D 5856
Consolidation Testing	ASTM D 2435
Soluble Sulfate Content	ASTM C 1580

3. Prepare an overall Construction Safety and Phasing Plan (CSPP) in order to maximize project constructability and operational safety. A draft CSPP will be submitted to the FAA for review and comment when the design is approximately 25-35% complete. This final CSPP will be submitted to the FAA when plans are 95% completed. The final CSPP will be coordinated, by the FAA Program Manager, with other FAA Lines of Business (LOBs). Comments received by the FAA LOBs will be incorporated into the CSPP prior to submitting the bid advertisement for the project.
4. Assist the Sponsor in obtaining a New Mexico Workforce Solution Project number for the project.
5. Analyze and process topographical survey data. Input raw survey data into computer aided drafting program, develop TIN surface model of existing ground contours, pavement edges, electrical system components, utilities, and any other miscellaneous items. Generate 3D contour model and prepare and process data for spot elevations, grading, drainage and pavement cross sections.
6. Analyze and process geotechnical investigation data. Develop design conclusions based on the data presented and establish input values for pavement design software.
7. Prepare auto parking lot and apron pavement section design.
8. Review and evaluate project layout.
 - a. Determine aircraft usage through coordination with Sponsor.
 - b. Verify existing ALP dimensions and data for airside development.
9. Evaluate local conditions:
 - a. Inventory local material suppliers, sources and capabilities.

- b. Evaluate drainage conditions/requirements.
 - c. Review existing Pavement Strength Survey data.
 - d. Review existing electrical system layouts and determine system requirements.
 - e. Review available record drawings of the project site.
 - f. Conduct one (1) design site visit by the Project Engineer for familiarity with the site.
10. Prepare preliminary construction plans. Construction plans will be prepared depicting all of the work involved for Element 3. The following list of drawings will be used as a guideline.

DESCRIPTION		ELEMENT 3
a	Cover Sheet	1 Sheet
b	General Notes, Legend and Survey Control	2 Sheets
c	Removals Plan	10 Sheets
d	Grading Plans	10 Sheets
e	Typical Sections and Details	8 Sheets
f	Marking Layout and Details	8 Sheets
g	Lighting and Electrical Layout and Details	6 Sheets
h	Construction Safety and Phasing Plan	4 Sheets
TOTAL SHEET COUNT		47 Sheets

Drawings may be added or deleted during the design phase if required.

11. Prepare preliminary contract documents. The Engineer will prepare the contract documents including invitation for bids, instructions to bidders, proposal, equal employment opportunity clauses and applicable wage rates, construction contract agreement, performance bond, payment bond, general and special provisions. Preparation will include establishing the location for the bid opening and description of the work schedule. Contract documents will be prepared early during the design phase and submitted to the Sponsor for review. Sponsor is ultimately responsible for reviewing and ensuring construction contract terms comply with local law and requirements.
12. Prepare preliminary technical specifications. The Engineer will assemble the technical specifications necessary for the intended work. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items or material that is not covered by the FAA specifications.

The standard specifications to be utilized for Element 3 may include the following items:

Item C-100	Contractor Quality Control Program
Item C-102	Temporary Air and Water Pollution, Soil Erosion and Siltation Control
Item C-105	Mobilization
Item C-110	PWL Calculation
Item P-101	Preparation/Removal of Existing Pavements
Item P-151	Clearing and Grubbing
Item P-152	Excavation and Embankment
Item P-154	Subbase Course
Item P-156	Cement Treated Subgrade
Item P-209	Crushed Aggregate Base Course

Item P-401	Plant Mix Bituminous Pavement
Item P-602	Emulsified Asphalt Prime Coat
Item P-608	Emulsified Asphalt Seal Coat
Item P-610	Structural Portland Cement Concrete
Item P-620	Runway and Taxiway Marking
Item F-162	Chain Link Fence
Item D-701	Pipe for Storm Drains and Culverts
Item D-751	Manholes, Catch Basins, Inlets and Inspection Holes
Item D-754	Concrete Gutter, Ditches, and Flumes
Item L-101	Airport Rotating Beacon
Item L-108	Underground Power Cable for Airports
Item L-109	Airport Transformer Vault and Vault Equipment
Item L-110	Underground Electrical Duct Banks and Conduits
Item L-115	Electrical Manholes and Junction Structures
Item L-135	Runway End Identifier Lights (REIL)

The added technical specifications for Element 3 may include but not be limited to the following items:

Item S-2	Removals
Item S-6	Watering
Item S-10	Aircraft Tiedowns
Item S-11	Waterlines
Item S-15	Electric Vertical Pivot Gate
Item S-21	Apron Area Lighting
Item S-18	Septic Sewage System
Item S-601	Crack Sealing
Item S-609	Emulsified Pavement Sealer and Rejuvenator

13. Prepare preliminary special provisions to address conditions that require additional clarification and/or definition beyond what is described in the standard general provisions or technical specifications. Items may include:
 - a. Project Location Information
 - b. Insurance Requirements
 - c. Contract Period and Work Schedule and Phasing
 - d. Pre-Construction Conference
 - e. Utilities
 - f. Permits, Taxes and Compliance with Laws
 - g. Field Office Requirements
 - h. Haul Roads
 - i. Testing and Staking
 - j. Airport Security, Closure of Air Operations Areas
 - k. Accident Prevention
 - l. Warranty
 - m. Construction Management Plan

14. Conduct preliminary review of the construction plans, technical specifications, contract documents and special provisions by submitting copies of the preliminary documents to the Sponsor and solicit preliminary design review comments.

II. FINAL DESIGN

In the final design phase, the designer will provide well-defined construction requirements, with selected bid alternatives as appropriate to solicit competitive construction bids. Construction schedules will be coordinated around good weather conditions and as little as practical interference with airport operations.

Activities include:

Final Design

1. Incorporate preliminary design comments and respond as necessary to requests for additional information.
2. Calculate Estimated Quantities. The Engineer will calculate all necessary quantities for the various work items in each Element.
3. Prepare Estimate of Probable Construction Cost for each Element. Using the final quantities calculated following the completion of the plans and specifications, the Engineer will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers and other databases available.
4. Prepare cost estimate for the completion of the project.
5. Develop work schedules for construction. This task involves dividing the construction work into schedules to allow for maximum contract award flexibility in cases of limited available funds, and allow the project to be executed in a manner that minimizes the disruption of the airport aircraft operations.
6. Submit final CSPP by uploading it to the OE/AAA website. Alternatively, at the request of the FAA, the CSPP may be submitted directly to the FAA.
7. Prepare 95% design construction plans, technical specifications, contract documents and special provisions.
8. Submit 95% design review package to the Sponsor and solicit design review comments.
9. Incorporate 95% design review comments and respond as necessary to requests for additional information.
10. Conduct final internal review of all design documents and incorporate any necessary changes. Final review will include one (1) site visit by the Senior Project Manager and Project Engineer to field verify project plans and specifications and to attend a user meeting to discuss the project.

11. Prepare and submit final plans and specifications. Copies will be submitted to the Sponsor. A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during the Sponsor's review. After final plan acceptance, plan sets will be provided to the Sponsor.

III. BIDDING SERVICES

During the bidding phase of the project, the Engineer will assist the Airport in advertising and letting the project for bid. Engineer will assist in dialogue with potential bidders to quantify bidder questions assist Sponsor in attaining economic bids. Activities outlined below and the fees listed on pages 1-2 cover one iteration of the bidding process. Preparing multiple bid processes, packages, or re-bidding may incur additional or repeated services.

Activities include:

1. Assist the Sponsor with advertising and interpretation of the project requirements. Plans and specifications will be available via the web site of Armstrong Consultants. The Sponsor will be given a hard copy set of the final plans, specifications and contract documents.
2. Provide technical assistance and recommendations to the Airport during construction bidding.
3. Attend and assist with pre-bid conference. Answer Contractor questions and issue necessary clarifications and addenda. The pre-bid conference will be held on-site by the Project Manager and Engineer.
4. Attend bid opening at the location date, and time agreed by the Sponsor.
5. Prepare an abstract of bids, perform necessary review of the bids to determine responsiveness, and prepare award recommendation letter.
6. Update preliminary Federal Grant Application prepared during Project Development phase based on bids. The Engineer will submit the application to the Sponsor for approval and signatures.
7. Assist in award notification to successful bidder and notify and return bid bonds to the unsuccessful bidders. The DBE goal and all bidding requirements will be reviewed for responsiveness. Any issues or concerns that arise from the bidding documents will be brought to the attention of the Sponsor for clarification.

IV. CONSTRUCTION PERIOD SERVICES

During the construction phase of the project, the Engineer will assist the Airport with monitoring, documenting progress for quality and cost control and overall grant administration during construction.

Activities include:

A. Construction Administration Services

1. Coordinate construction contract documents for successful bidder, including contract agreement, bond forms, certificates of inclusion, and Notice to Proceed. Review contractor's bonds, insurance certificates, construction schedules. Review contractor's sub-contracts.
2. Prepare and submit a New Mexico Workforce Solution Project Notice of Award form.
3. Provide Sponsor with hard copies of the Contract Documents, Specifications, and Construction Plans (digital copies upon request). Provide Contractor with hard and digital copies (one each) of the Contract Documents, Specifications, and Construction Plans; complete with all addenda.
4. Review and accept the Contractor's Safety Plan Compliance Documents prior to issuing the Notice to Proceed.
5. Coordinate a Construction Management Plan with the Contractor prior to paving operations commencing.
6. Conduct pre-construction conference.
7. Identify local survey control points used for project design and layout. Engineering staff will assist, as necessary, the resident inspector and Contractor's surveyor during construction by compiling and sending supplemental information regarding issues arising related to construction surveying. Work may include developing alternative survey control based on site conditions discovered during construction and/or findings of the Contractor's surveyor.
8. Provide technical assistance and recommendations to the airport during construction. This item also includes daily construction coordination from the office that does not fit in another item such as phone calls to and from the Contractor, inspector and Owner for project updates, questions, and instruction.
9. Construction Site Visits. This item includes twelve (12) additional trip for Element 1-4 to the job site for on-site clarification by the Project Manager and Engineer.
10. Conduct pre-paving conference to review Contractors laydown, testing and surveying plans.
11. Prepare change orders and supplemental agreements, if required; including appropriate cost/price analyses. All coordination of change orders will be provided by the Engineer.
12. Prepare and confirm monthly payment requests. Payment requests will be reviewed for accuracy with contractor and resident inspector. Engineer will prepare State payment documents for the Sponsor. The Sponsor will be required to complete the payment reimbursement.

B. Construction Inspection Services

1. Provide review of all submittals for materials to be used on the project. Review all shop drawings items as required during construction.

2. Provide a full-time resident inspector to monitor and document construction progress for apron and parking lot construction and periodic inspection for the remaining items in Element 3.
3. Confirm conformance with schedules, plans and specifications, measure and document construction pay quantities, document significant conversations or situations, document input or visits by local authorities, etc. Maintain daily log of construction activities. Conduct interviews of the Contractor's and Subcontractor's employees regarding Davis Bacon wage rates and the review of their weekly payroll reports. Inspection fees assume the vehicle parking lot and the aircraft parking apron will be constructed simultaneously. If they are constructed independently additional fees may be applied.
3. Prepare and submit weekly inspection reports. Reports will be submitted to the FAA and Sponsor no later than the following week that the report refers to.
4. Conduct final project inspection with the Sponsor, FAA and the contractor. Any punch list items will be noted and coordinated with the contractor for necessary action

V. PROJECT CLOSEOUT

During the project closeout phase of the project, the Engineer will assist the Sponsor with compiling all of the reports, documents, and other items necessary to successfully close out the associated grant and provide an accurate historical record for the project.

Activities include:

1. Prepare Summary of Tests report to document the acceptance testing performed on the project.
2. Assist the Sponsor with completing all necessary grant closeout certifications and forms, including grant closeout request letter.
3. Update Airport Layout Plan and Terminal Area Plan sheets, to reflect as-built pavement conditions.
4. Prepare record drawings, indicating changes made to the design during construction. The FAA, State, and Sponsor will each receive one copy of the record drawings in half size (11"x17") format, as well as one in electronic format.

VI. SPECIAL SERVICES

Special Services are those services that aren't considered "basic" services such as those listed above. When a Special Service is needed that we do not provide in-house, we will contract with other firms that provide those services. The following are activities that are included in this project that fall under Special Service tasks.

Activities include:

1. Geotechnical investigations, including core sampling, laboratory tests, related analyses, pavement design and reports.

2. Acceptance Testing will be conducted by a subconsultant hired by the Engineer in accordance with the requirements listed in the technical specifications developed for the project for the following items:

Item P-152	Excavation and Embankment
Item P-208	Crushed Aggregate Base Course
Item P-401	Plant Mix Bituminous Pavement
Item P-610	Structural Portland Cement Concrete

3. Land surveys, design surveys, and topographic maps.
4. No AGIS survey requirements are to be conducted as a part of this contract or project.
5. Airfield utility investigations to collect data associated with identifying the location(s) of water, septic, and electrical.